



MEMORANDUM

TO: All Reinsurance Intermediaries
Licensed in the State of Delaware

FROM: Antoinette Handy
Company Regulation
toni.handy@state.de.us
(302) 674-7338
FAX: (302) 739-2709

RE: Annual License Renewal Filing

DATE: January 1, 2013

You are hereby notified that effective immediately, an Administrative Penalty pursuant to 18 Del. C. §329 will be enforced for all files that are not received, in accordance or deemed incomplete for the following reasons:

- Received after due date.
- Missing documents.
- Missing Filing fee.

Reinsurance Intermediaries licensed in the State of Delaware are required to annually renew its license and pay a renewal fee of \$50.00. Please complete and return on or before March 1st, the attached "Reinsurance Intermediary Annual Renewal Form" along with a check in the amount of \$50.00 made payable to the Delaware Department of Insurance.

The renewal information will only be available by accessing the Department's website: www.delawareinsurance.gov.

/AH